
Bedford Regional Water Authority – Board of Directors

Regular Board Meeting – Minutes

November 18, 2025

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, November 18, 2025, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Jay Gray, Vice Chair
Donald Barger, Jr.
Michael Moldenhauer
Steve Rush
John Sharp (arrived at 7:33 pm)

Members Absent:..... Kevin Mele

Staff & Counsel Present:.. Brian Key – Executive Director
Rhonda English – Deputy Director
Roger Blankenship – Director of Engineering
Megan Pittman – Director of Administration (virtually)
Jill Underwood – Director of Finance

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00 p.m. The Pledge of Allegiance and a moment of silence were conducted.

2. Review of Agenda

The following agenda was reviewed as shown. Revisions are shown in ***bold italics***.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: October 21, 2025 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end October 2025
 - b. Status of FY 2024-2025 Audit
6. Administration Report: Presented by Megan Pittman
7. Deputy Director Reports: Presented by Rhonda English
 - a. Director of Engineering Introduction
 - b. Operations Report
 - c. Projects Report
8. Executive Report: Presented by Brian Key
 - a. Resolution 2025-11.01 Montvale Water
 - b. Reservoir Property Update
9. Other business not covered on the above agenda
10. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: October 21, 2025 – Regular Board Meeting

The regular Board Meeting Minutes from October 21, 2025, were reviewed.

Member Gray made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

- Board member votes: 5 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end October 2025

All meters for Montvale have been replaced, except for the confined space meters, which are handled by the Maintenance department. Customers have been set up in the billing system. There are between 265 and 285 customers, as some discrepancies have been identified in the received reports, which will be clarified once the system is taken over. The BRWA has received \$135,000 of the \$200,000 grant money from VDH.

The Customer Service statistical report was included in the packet. The budget goal for October was 33%, with operating revenues at 37% and operating expenses for the month totaling 28%. There is one adjusting entry that will be posted as part of the audit. Capital Recovery fees received this FY are 36% of the total budgeted amount; water is at 34%, and sewer is at 40%.

b. Status of FY 2024-2025 Audit

Finance is waiting for the release of the compliance supplement to finalize the single audit. The standard report is being finalized and will be presented to the Board in December.

6. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the articles included in the board packet. One is about the sixth-grade tours in the public school. Approximately 700 public school students visited the Smith Mountain Lake Water Treatment Facility over a six-week period. The second article is about a vehicle incident. The leadership team initiated their emergency action plan for this incident, which they had been training on throughout the year. The grease campaign, which encourages the collection of cooking oil and grease instead of pouring it down the drain, has begun in conjunction with Lynchburg Water Resources. The BRWA's Winter Luncheon event is on December 11th at noon at our Smith Mountain Lake Facility.

Mr. Key further explained the vehicle accident and answered questions related to it.

7. Deputy Director Reports: Presented by Rhonda English

a. Director of Engineering Introduction

Roger Blankenship introduced himself, sharing his educational background in engineering and his former roles at Lynchburg Water Resources and Western Virginia Water Authority (WVWA). Mr. Blankenship was involved in planning the Smith Mountain Lake Water Treatment Facility while at WVWA.

b. Operations Report

Helm Street is now completed. Ivy Creek has a revised substantial completion date of May 2026 due to delays and challenges on the site. The contractors started working on Mr. Johnston's easement this week. The Winoa Pump Station project is

scheduled to begin mid-December; the BRWA is still awaiting the third phase of electrical service from Bedford Electric.

c. Projects Report

The Turkey Mountain Booster Station is having power issues. Cost reduction efforts are continuing with the single contractor who bid on the Central Water Phase One electrical project. Ms. English gave an update on the lead and copper service line project.

Mr. Sharp arrived at 7:33 pm

8. Executive Director Report: Presented by Brian Key

a. Resolution 2025-11.01: Montvale Water

Mr. Key explained the process of working with the State Corporation Commission (SCC) to officially transfer Montvale Water to the BRWA. The hope is to have this transfer completed in January. Mr. Burks explained the process for paying off the loan.

At a regular meeting of the Bedford Regional Water Authority ("Authority") Board of Directors ("Board"), held in the Board Meeting Room at the Authority's Administrative Annex Building on the 18th day of November 2025, beginning at 7:00pm:

WHEREAS, the Authority signed a Letter of Intent ("Intent") dated July 3, 2025 to provide interim assistance to the Montvale Water Incorporated ("MWI") until such time as an agreement was prepared and ready for execution; and,

WHEREAS, on August 19, 2025 the Board approved Resolution 2025-08.02 authorizing the Executive Director to execute a transfer agreement ("Agreement") with MWI and/or their successors and/or trustees to assume ownership and operational maintenance responsibility for the water system serving the Montvale community; and,

WHEREAS, during the preparation of the Agreement, it was determined that the best option for absolving the debt incurred by MWI to the United States Department of Agriculture – Rural Development ("USDA-RD") would be to pay-off the entire USDA-RD debt in a lump sum upon the closing of the Agreement, and that this option was presented to the Board at the October 21, 2025 Board meeting and that the Board approved in concept with this direction; now,

THEREFORE, BE IT RESOLVED, that the Agreement attached hereto as Exhibit A is hereby approved for execution by the Executive Director and is authorized by the Board, subject to such edits and revisions as may be advised by the Authority's legal counsel; and,

BE IT FURTHER RESOLVED, that the Board of the Authority hereby authorizes the appropriation of Authority funds in an amount not expected to exceed \$496,000 (the "Purchase Price") to pay the Purchase Price to MWI pursuant to the Agreement, with it being understood and required by the Agreement that said Purchase Price be used by MWI to pay off MWI's USDA-RD debt and release the deed of trust on MWI's real property securing the USDA-RD debt upon the closing of the transaction contemplated by the Agreement.

Member Rush made a motion to approve this resolution.

Member Moldenhauer seconded the motion.

Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

b. Reservoir Property Update

The board discussed the reservoir property transfer agreement with the Town, noting a small parcel (55-1A) needs clarification regarding ownership and value. The draft deed of confirmation and release is in the board packet. A resolution will be presented at the December board meeting.

9. Other Business not covered on the above agenda

Mr. Key presented a commendation to Ms. Underwood in recognition of the BRWA's first Distinguished Budget Presentation Award from GFOA.

The board discussed a potential bulk water filling station in the Town, though funding remains a challenge as the revenue generated from the filling station would not cover the expenditures required to build it.

10. Motion to Adjourn:

There being no further business to discuss, Mr. Sharp made a motion to adjourn and Mr. Barger seconded the motion.

Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

The meeting adjourned at approximately 8:14 pm.

Prepared by Megan Pittman – Director of Administration
Approved: December 17, 2025